

Recreation Program Coordinator I



Job Code: 3012
Grade: 124
Reports to: Division Director
Salary Range: \$40,288 - \$61,617
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs responsible professional work in planning, organizing, and supervising recreation programs according to an assigned specialty area within the field of leisure services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification supervises an assigned recreation functional area and develops and implements comprehensive programming and services within the scope of authority in compliance with departmental policy. The employee works under general supervision with limited latitude for independent judgment within an established scope of authority in determining resource allocation. Work is reviewed through conferences, reports, observation, and success of programs/services. Functional assignment areas include, but are not necessarily limited to: arts, youth services, special events, seniors activities, educational programming, and sports. Employee may exercise supervision over subordinate full-time and seasonal staff.

ESSENTIAL FUNCTIONS

Developing, directing, and participating in recreation programs, special events and sports activities; preparing, storing, and issuing equipment; securing program staff; preparing and maintaining appropriate records.

EXAMPLES OF WORK

- Evaluates leisure needs of citizens; develops and implements recreation, athletic, special events, educational, cultural and sports programs to meet community needs.
- Plans and supervises recreation, leisure services, special events, educational, cultural and related programs and activities according to the specific services provided by the functional assignment area.
- Issues equipment; processes time sheets; maintains various records, logs, reports and documentation according to activities, equipment and resources usage of the assignment area.
- Hires, trains, schedules, and supervises part-time staff for both day and evening programs, activities and events; may be responsible for the scheduling and supervision of full-time staff.
- Schedules facility use and rental.
- Works closely with school authorities and civic groups.
- Maintains and updates administrative policies and procedures; provides recommendations for modifications and/or improvements to unit policies, practices and procedures as warranted.
- Oversees the activities of contracted staff; processes payments; monitors program participation; provides notice of schedule changes.
- Evaluates and assesses the effectiveness and efficiency of assignment recreational programming area. Implements improvements to programs/activities/events under charge within scope of authority or provides recommendations for such improvements to management accordingly.
- May prepare new articles, brochures, advertisement flyers and related public relations materials to provide community advisement and promotional support for the initiatives of the department.
- Updates records regarding fees, charges and expenditures associated with the assigned project, activity or programming area.
- Assesses personnel and equipment needs; submits requisitions and requests for materials, supplies and/or equipment accordingly; ensures adherence to established budgetary parameters within scope of authority.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, rules, materials, and equipment required for a variety of recreational, leisure services, athletics, educational and special events activities as appropriate for assignment area; thorough knowledge of the rules and equipment of the sport, activity, event or craft to which assigned; ability to instruct participants, vendors, business and community interests, and volunteers as appropriate to assigned area; thorough knowledge of the philosophy and objectives of public recreation and leisure services programming; general knowledge of first aid practices and techniques; ability to adhere to program standards and objectives outlined by department executive; ability to resolve disputes with firmness and impartiality; ability to meet and deal tactfully with the public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services, Education, or a related field. Prefer six months of full-time paid experience in organized recreation work; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, stooping, reaching, walking, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- CPR and First Aid certification.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.